

FOREIGN NATIONAL STUDENT INTERN PROGRAM AT AMERICAN EMBASSY KUWAIT

The U.S. Embassy in Kuwait is seeking an individual for the position of a STUDENT INTERN (PART-TIME) to work in the Consular Section. The Student Intern Program runs from February – July 2013 and offers students the challenge of working in a Foreign Affairs arena.

This program does not provide any benefits, compensation or future employment rights.

The selected intern will work part-time hours (20 hours/week; Sunday through Thursday) and will engage with our diverse customer base including foreign nationals and U.S. citizens through work in the consular section's visa and American Citizen Services units. The intern must be comfortable dealing with the public as the core focus of the position will be customer service. The intern will help the consular team with data entry and support at various stages of the visa and American Citizens Services workflow, including responding to public inquiries.

Applicant must be a self-starter and active problem solver.

Eligibility Requirements:

- Candidate must be a non-U.S. Citizen and at least 18 years of age.
- Must have completed high school education.
- Must be currently enrolled in, not less than half-time, trade school, technical or vocational institute, junior college, college, university or comparable recognized educational institution.
- Must be a student in good academic standing.
- Candidate must possess medical insurance.
- Must possess **Fluent** Spoken and Written English; some Arabic is desirable.
- Experience or knowledge of U.S. immigration processes is desirable.

Application Process: Interested applicants **must** submit the following **or the application will not be considered.**

1. Application for US Federal Employment (DS-174) which is available on the Embassy's website: <http://kuwait.usembassy.gov>
2. Certified transcript as well as a written permission from the educational institution, in order to enroll in the program.
4. Copy of the medical insurance card.
5. Copy of the passport including the residence permit page.

Selected candidate will be required to undergo medical and security clearances.

Submit your application to: **HROKuwait@state.gov** before **close of business on February 18, 2013.**